

## Message Text

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61  
ACTION DRC-01

INFO OCT-01 EUR-12 ISO-00 OPR-02 L-03 OMB-01 A-01 SS-15

MMO-04 H-02 SY-05 SP-02 PER-03 SCA-01 FSE-00 ABF-01

( ISO ) W  
----- 051697

R 011538Z AUG 75  
FM AMEMBASSY THE HAGUE  
TO SECSTATE WASHDC 6429

UNCLAS THE HAGUE 3883

E.O. 11652: N/A  
TAGS: AINF, OGEN  
SUBJ: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353, STATE 179745

THE FOLLOWING REPORT IS SUBMITTED PER REFTEL.

I. I. NAME OF RECORD: ACCOMMODATION EXCHANGE RECORD

II. CATEGORY OF INDIVIDUAL: USG EMPLOYEES

III. CATEGORY OF RECORD: AMOUNTS OF LOCAL CURRENCY AND  
DOLLARS EXCHANGED FOR THE OTHER AND POWERS OF ATTORNEY  
SIGNED BY USG EMPLOYEES PROVIDING FOR DEPENDENT  
CHECK CASHING.

IV. AUTHORITY: 4 FAM

V. ROUTINE USES: AUDITING OF INDIVIDUAL AMOUNTS OF  
EXCHANGE AND BALANCING THE CASHIER RECORDS AVAILABLE TO ADMIN  
FOR OFFICIAL PURPOSES.

VI. MANAGEMENT POLICY: HARD COPY OF LEDGER SHEET  
WITH DAILY TRANSACTIONS WITH NAMES AND AMOUNTS FILED IN FOLDERS  
BY DATE AND STORED IN A SAFE AND DESTROYED AFTER 2 YEARS.  
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VII. SYSTEM MANAGER: BUDGET MANAGEMENT OFFICER

VIII. SOURCES: DAILY EXCHANGES MADE BY EMPLOYEES WITH THE EMBASSY CASHIER.

2. I. NAME OF RECORD: BAD CHECK FILE

II. CATEGORY OF INDIVIDUAL: USG EMPLOYEES

III. CATEGORY OF RECORD: TELEGRAPHIC OR WRITTEN NOTICE FROM LOCAL DEPOSITORY AND/OR USDO IN PARIS ON BOUNCING CHECKS, MEMO'S TO FILE ON COLLECTION EFFORTS, AND FINAL PAYMENT DOCUMENTS.

IV. AUTHORITY: 4 FAM

V. ROUTINE USES: USED FOR COLLECTION PURPOSES AND DETERMINATION OF CONTINUATION OR CANCELLATION OF ACCOMMODATION EXCHANGE SERVICE PER 4 FAM.

VI. MANAGEMENT POLICY: ORIGINAL OR COPIES RETAINED IN FILE FOLDERS BY NAME STORED IN CASHIERS SAFE FOR THREE YEARS, OR UNTIL EMPLOYEE LEAVES POST OR UNTIL AMOUNT COLLECTED.

VII. SYSTEM MANAGER: BUDGET MANAGEMENT OFFICER

VIII. SOURCES: AMERICAN EXPRESS (LOCAL DEPOSITORY) AND USDO PARIS.

3. I. NAME OF RECORD: PERSONNEL FISCAL FOLDER

II. CATEGORY OF INDIVIDUAL: USG EMPLOYEES PROVIDED EMBASSY BUDGET AND FISCAL SHARED ADMINISTRATIVE SUPPORT.

III. CATEGORY OF RECORD: OFFICIAL TRAVEL AUTHORIZATIONS AND PAYMENTS, ALLOWANCE GRANTS, OVERTIME AUTHORIZATION, CHANGE OF PAY ALLOTMENT FORMS, POV MILEAGE PAYMENTS, MEDICAL, REPRESENTATIONAL AND OFFICIAL RESIDENCE PAYMENTS, AND COLLECTION DOCUMENTS FOR OVERPAYMENTS AND OFFICIAL DEPOSITS.

IV. AUTHORITY: 3 FAM, 4 FAM, 6 FAM AND STANDARD UNCLASSIFIED

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REGULATIONS.

V. ROUTINE USES: INFORMATION MADE AVAILABLE UPON REQUEST TO THE INDIVIDUAL EMPLOYEE OR TO THE APPROPRIATE ADMINISTRATIVE PERSONNEL FROM EACH AGENCY SERVICED.

VI. MANAGEMENT POLICY: ORIGINAL OR A COPY RETAINED IN FILE FOLDERS RETRIEVABLE BY NAME STORED IN BAR LOCK FILE CABINET

AND RETAINED FROM 3 TO 5 YEARS.

VII. SYSTEM MANAGER: POST BUDGET MANAGEMENT OFFICER

VIII. SOURCES: DEPARTMENT OF STATE, OTHER GOVERNMENT AGENCIES,  
REGIONAL FINANCE CENTER (PARIS).

4. ADDITIONAL RECORDS AT POST INCLUDE THE COMPUTER PREPARED MATERIAL FROM THE DEPARTMENT'S COMPUTER CENTER IN PARIS SUCH AS EMBASSY TELEPHONE BOOKS WITH USG EMPLOYEES LISTED BY FULL NAME, LOCAL ADDRESS, HOME AND OFFICE TELEPHONE NUMBERS, SPOUSE'S FIRST NAME AND EMBASSY UNIT OR AGENCY TO WHICH ASSIGNED. AT THIS POST THE TELEPHONE BOOK IS PROVIDED TO THE MINISTRY OF FOREIGN AFFAIRS AT THEIR REQUEST AND TO EACH AMERICAN AND LOCAL USG EMPLOYEE. ANOTHER EXAMPLE OF PARIS PROVIDED INFORMATION IS THE "AMERICAN EMBASSY PERSONNEL RECORD CARD". THE POST IS NOT FAMILIAR ENOUGH WITH THE PARIS DISTRIBUTION PROGRAM TO KNOW IF THE ABOVE CARD IS DISTRIBUTED TO THE DEPARTMENT BUT ALL INFORMATION ON THE CARD IS ON RECORD IN SOME FORM IN THE DEPARTMENT.

5. CONGENS AMSTERDAM AND ROTTERDAM REPORTING SEPARATELY.  
BROWN

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NNN

## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01 JAN 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 01 AUG 1975  
**Decaption Date:** 01 JAN 1960  
**Decaption Note:**  
**Disposition Action:** n/a  
**Disposition Approved on Date:**  
**Disposition Authority:** n/a  
**Disposition Case Number:** n/a  
**Disposition Comment:**  
**Disposition Date:** 01 JAN 1960  
**Disposition Event:**  
**Disposition History:** n/a  
**Disposition Reason:**  
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**Document Source:** CORE  
**Document Unique ID:** 00  
**Drafter:** n/a  
**Enclosure:** n/a  
**Executive Order:** N/A  
**Errors:** N/A  
**Film Number:** D750267-0329  
**From:** THE HAGUE  
**Handling Restrictions:** n/a  
**Image Path:**  
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**Legacy Key:** link1975/newtext/t19750888/aaaaczyp.tel  
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**Office:** ACTION DRC  
**Original Classification:** UNCLASSIFIED  
**Original Handling Restrictions:** n/a  
**Original Previous Classification:** n/a  
**Original Previous Handling Restrictions:** n/a  
**Page Count:** 3  
**Previous Channel Indicators:** n/a  
**Previous Classification:** n/a  
**Previous Handling Restrictions:** n/a  
**Reference:** 75 STATE 172353, 75 STATE 179745  
**Review Action:** RELEASED, APPROVED  
**Review Authority:** buchant0  
**Review Comment:** n/a  
**Review Content Flags:**  
**Review Date:** 16 DEC 2002  
**Review Event:**  
**Review Exemptions:** n/a  
**Review History:** RELEASED <16 DEC 2002 by ReddocGW>; APPROVED <10 MAR 2004 by buchant0>  
**Review Markings:**

Margaret P. Grafeld  
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EO Systematic Review  
06 JUL 2006

**Review Media Identifier:**  
**Review Referrals:** n/a  
**Review Release Date:** n/a  
**Review Release Event:** n/a  
**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** IMPLEMENTATION OF THE PRIVACY ACT OF 1974  
**TAGS:** AINF, OGEN  
**To:** STATE  
**Type:** TE  
**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006